

Laboratory Safety Review (non-industrial facilities)

Bldg:	Room:	Code:	Lab Name:		
Laboratory Manager:					
Contact Person:			Contact Info:		
Inspected By			Date:		
What is The Purpose of the Laboratory?					
Type of research:					
Processes Identified (<i>Names</i>):					
			Number of Personnel:		
Chemical Hazard Communication Plan Required (Select One)?			HAZCOM	Chem Hygiene	None

A. BASIC INFORMATION (asked during preliminary interview)	YES	NO	NA
1. Are radioactive materials used in this lab? (Ensure Radiation Safety Officer, ext. 6-9157, has approved use) <i>Internal Reporting Only</i>			
2. Are Class 3B or 4 lasers used in this lab? (Ensure Radiation Safety Officer, ext. 6-9157, has approved the use of any Class 3B or 4 lasers) <i>Internal Reporting Only</i>			
3. Chemical Hygiene Plan is available. (GPR 1700.2, 29 CFR 1910.1450)			
4. Chemical Hygiene Plan appears to meet requirements (GPR 1700.2, 29 CFR 1910.1450)			
5. Lab personnel have received Lab Safety/Chem Hygiene Training (29 CFR 1910.1450, and GPR 1700.2).			
6. Lab Safety training documentation is available.			
7. A copy of the Laboratory Safety Documentation Set (LSDS) forwarded to IH Office, Mailstop 250.9. (GPR 1700.2)			
8. Hazcom Program had been developed and is available. (29 CFR 1910.1200)			
9. Hazcom Program appears to meet requirements. (29 CFR 1910.1200)			
10. Personnel have received HazCom Training? (29 CFR 1910.1200).			
11. Hazcom training documentation is available.			
12. Chemical inventories current. (GPR 1700.2, 29 CFR 1910.1200)			
13. All MSDS are posted on MSDS Pro. (GPR 1700.2)			
14. Hard copies of MSDSs are available to employees. (29 CFR 1910.1200)			
15. Standard Operating Procedures (SOPs) or Work Instructions (WIs) are available for employees. (GPR 1700.2 or BMP)			
16. Process Hazard Analysis (PHA) paperwork is complete and accessible to			

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A. BASIC INFORMATION (asked during preliminary interview)	YES	NO	NA
employees and inspectors. (GPR 1700.2)			
17. Job Safety Analysis (JSA) paperwork is complete and accessible to employees and inspectors. (BMP)			
18. A documented emergency/spill response plan exists. (GPR 1700.2)			
19. Employees are aware of the emergency/spill response procedure. (GPR 1700.2)			
20. Emergency contact information is posted conspicuously in Room or on door. (BMP)			
21. Lab personnel familiar with the storage and disposal of Hazardous Waste in accordance with center policy. (GPR 1700.2, GPG 8500.3) <i>Internal Reporting Only</i>			
22. All personnel utilizing the Satellite Accumulation Area (SAA) have received appropriate training. (GPG 8500.3) <i>Internal Reporting Only</i>			
23.			
A. Comments:			

B. GENERAL SAFETY	YES	NO	NA
1. Appropriate handwashing facilities are available. (29 CFR 1910.141, BMP)			
2. Liquids not for immediate use are stored in appropriate containment. (BMP)			
3. Policy prohibits eating, drinking, smoking, gum chewing, application of cosmetics in the laboratory. (29 CFR 1910.141)			
4. Policy prohibits unconfined long hair, loose clothing or jewelry. (Best Management Practice (BMP))			
5. Food for human consumption and chemicals are stored separately in designated areas. (29 CFR 1910.141)			
6. Mechanical pipetting instruments are available; mouth pipetting prohibited. (BMP)			
7. No sources or equipment suspected of capable of generating noise levels above 85 dBA were noted. (NPR 1800.2)			
8. If sources are anticipated or known to generate noise levels above 85 dBA, hearing protection is available and reportedly used. (NPR 1800.2)			
9. Routine exposures (30 days or more) to noise levels above 80 dBA as an 8-Hour TWA as a result of use of this lab are not anticipated. (NPR 1800.2)			

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B. GENERAL SAFETY	YES	NO	NA
10. Exposures to noise levels above 85 dBA as an 8-Hour TWA as a result of use of this lab are not anticipated for more than 1 day per year. (NPR 1800.2)			
11. If exposures above the noted levels (#9, 10) are anticipated, personnel are enrolled in a Hearing Conservation Program to included annual training and audiograms. (NPR 1800.2)			
12. Bench-top is waterproof and resistant to corrosive agents, heat, and solvents. (BMP)			
13. Appropriate warning signs posted for Personal Protective Equipment (PPE). (29 CFR 1910.95)			
B. Comments:			

C. HAZARDOUS CHEMICAL SAFETY	YES	NO	NA
1. All containers appropriately labeled (full chemical names, hazard warnings or in process documents, etc.). (1910.1200, 1910.1450)			
2. All containers securely closed when not in use. (1910.1200)			
3. Incompatible chemicals stored separately and all chemicals stored by hazard category. (29 CFR 1910.106, GSFC Chemical Storage Guidelines).			
4. Appropriate storage available for corrosives, solvents, etc.			
5. Peroxide-formers dated at purchase and tested for peroxide formation after one year.			
6. Hazardous gases stored in designated ventilated area.			
7. Use of mercury-containing substances identified; use of mercury substitutes are encouraged.			
8. Compressed gas cylinders secured. (29 CFR 1910.101)			
9. Compressed gas cylinders away from heat sources. (29 CFR 1910.101)			
10. Compressed gas cylinders capped when not in use. (29 CFR 1910.101)			
11. No excess or empty cylinders. (BMP)			
C. Comments:			

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C. HAZARDOUS CHEMICAL SAFETY	YES	NO	NA

D. EQUIPMENT SAFETY	YES	NO	NA
1. Eyewashes is present when required (corrosives used). (29 CFR 1910.151).			
2. Eyewashes and showers present are appropriate for the hazard level present (primary needed for corrosives, secondary ok for solvents & other mats.) (29 CFR 1910.151).			
3. Eyewash stations in good condition (ANSI Z358.1)			
4. Documentation of weekly user inspections and flushing available. (ANSI Z358.1)			
5. Emergency shower stations in good condition (ANSI Z358.1)			
6. Emergency shower stations inspected by the user semiannually. (ANSI Z358.1)			
7. Access to the eyewash is unobstructed. (ANSI Z358.1)			
8. Eyewash location is properly labeled.			
9. Storage of equipment in designated areas only.			
10. Lab (fume) hoods are in good condition, functioning, and inspected by the IHO on a routine schedule determined by the IHO based on an analysis of the risk created by the process(es) done in the hood.			
11. Lab hoods do not appear to be used for routine storage of chemicals.			
12. The lab hood ideal sash height indicated. (BMP)			
13. The lab hood sash at or below indicated height. (BMP)			
14. No blockage in front of the lab hood. (BMP)			
15. Lab Hood has a visual flow indicator and or alarm (ANSI/AIHA Z9.5-2003).			
16. Other local exhaust ventilation certified.			
17. Receptacles that provide electric power for operations in hoods are located outside the hood.			
18. Refrigerators and microwaves are clearly labeled as to their use (lab materials or food only). (BMP)			
19. Belt-driven mechanical pumps with exposed moving parts have protective guards. (29 CFR 1910.212)			
20. Vacuum pumps vented to indoors are fitted with oil mist traps.			
21. Chemical or O ₂ level monitors are not required based on the chemicals present.			
22. Monitors in place are appropriate for their intended use.			
23. Documentation indicates that monitors in place are maintained/calibrated IAW manufacturer's recommendation.			

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D. EQUIPMENT SAFETY	YES	NO	NA
<i>D. Comments:</i>			

E PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	NA
General Requirements (Mirrors the ISAT Checklist) (29 CFR 1910.132)			
1. Hazard Assessment Completed.			
2. PPE selected using Hazard Analysis.			
3. Employees are properly informed re PPE selection and use.			
4. Equipment replaced if compromised.			
Eye and Face Protection (Physical hazards) (29 CFR 1910.133)			
5. Face shield available in the shop			
6. Safety Glasses available in the shop			
7. ANSI Markings are present on eyewear			
Eye and Face Protection (Chemical Protection)			
8. Face Shield available in the shop			
9. Splash (indirect vented) goggles available in the shop			
Head Protection (29 CFR 1910.135)			
11. Hard hats available where there is danger of falling objects			
12. Hard hats conform to ANSI Z89.1-1986			
Foot protection (29 CFR 1910.136)			
13. Personnel wear closed shoes while working in the lab or with chemicals.			
Electric Protective Equipment (29 CFR 1910.137)			
15. All equipment (gloves, blankets, etc.) are properly labeled with the resistance class			
16. The equipment is not breached or otherwise degraded.			
17. Required post incident resistance testing done and recorded.			
Hand Protection (29 CFR 1910.138)			
18. Gloves are properly selected by the contaminant			
19. Workers trained to differentiate between multiple glove type for differing contaminants			

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E PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	NA
Respiratory Protection (29 CFR 1910.134)			
20. Respirator REQUIRED for work in this shop.			
21. Respirator RECOMMENDED for work in this shop.			
22. Shop has a written Respiratory Protection Program			
23. Respirator is properly selected for contaminant.			
24. Civil Service personnel enrolled in medical evaluation program.			
25. Civil Service personnel fit tested within the last year.			
26. Civil Service personnel have received annual training.			
27. Respirator is properly stored.			
<i>E. Comments:</i>			